

# Directions for Rhode Island Department of Elementary and Secondary Education Professional Development Web Site

## Step One: Register as a Vendor

- This step only needs to occur once.
- Complete the top portion. If you are a school district or an Institution of Higher Education you may choose from the pull down menu. However, you should check to see if anyone else in your institution/school has completed this process because each institution/school may only register once. If you are a certified teacher you can enter your certification number. If you do not fit any of those categories you check "I am not known to RIDE".
- Click Continue
- Complete the bottom section.
- Your password must contain letters and numbers and be at least 8 characters in length
- If you get the following error message:

➤ Type	➤ Number	➤ Description
➤ Error	➤ DBVal-00019	➤ Unique key violation. (Table: PDV_PROF_DEV_VENDOR. Constraint: PDV_UK.)

➤

This means that someone (possibly even yourself) has already registered under that name.

- If you are a school or Institution of Higher Education and you receive this error it means another representative has already applied. You can investigate and share that vendor identity or you can start again and check "I am not known to RIDE". Then, you give yourself a name that is unique to your role.
- If you are an individual it probably means you have already registered as a vendor. If you are certain you have not please click on "I'm having trouble with my vendor registration" and email the issue.

- Once you have been registered as a vendor an email will be sent to the contact listed in the vendor registration process. This will include your ID and password.

## Step Two: Returning Vendors

- On the entrance screen click “Login Returning Vendors”
- Enter your ID (the number found in your email) and your password (also found in your email)
- Click “Professional Development Vendor”
- From here you can
  - Go to your profile and change any information
  - Go to the public access site and search all professional development in Rhode Island
  - Email the coordinator of the PD system
  - Add/maintain a PD offering
- Adding an PD offering for approval or checking on your PD offerings pending, in process or completed
- Click Add/maintain a PD offering
- Here you may search by any criteria you choose from the pull down menu.  
OR
- You can click “Add offering” to begin the process
- You must complete all required fields (those with a red asterix).
- Once you complete the last resume field (What specific objectives do you expect to accomplish?) You must scroll down and click save.
  - You can not, at this point add a day or a standard until you press “Save”
- If all fields are entered correctly you will get the following warning messages:

➤ Type	➤ Number	➤ Description
➤ Warning	➤ KRA-60607	➤ KRA-60607. Prior to submitting this offering to RIDE for approval, you must indicate the day(s) upon which this offering is to be held.

➤ Warning	➤ KRA-60608	➤ KRA-60608. Prior to submitting this offering to RIDE for approval, you must have at least one Professional Development standard.
➤ Warning	➤ KRA-60609	➤ KRA-60609. Prior to submitting this offering to RIDE for approval, you must have at least one Rhode Island Teaching standard.

- You simply press OK and return to your screen to add days and standards.
- Click “Add Standard”
  - The screen will display all the Rhode Island Teaching Standards.
  - Check all those that apply
  - Click “Save and Add Another”
- You must also select at least one Professional Development Standard.
  - Go to the scroll down box at the top of the screen
  - Choose either PD standards
  - Click Continue
  - Those RI Teaching Standards you selected will populate the top of the list.
  - Scroll down to the PD standards
  - Check all those that apply
  - Click “Save and Add Another”
- When completed click “Continue”
- Click on Add day. You continue to add days until you are completed. Then you click “continue”
  - Remember to follow the format detailed
  - You may not enter dates that have already occurred. They all must be in the future
- Click Save
- When you are sure the form is complete you must click “Submit” to send it to the Rhode Island Department of Education for approval.
- When you search your PD activities the one just completed should be listed as “Pending”

### **Step Three: Adding Participants**

- AFTER the approved professional development experience is complete you need to go back into the system to add participants

- Go to the Add/Maintain PD Offering Page
- Search by approved PD offerings
- Click on “Participant List” for the appropriate professional development offering
- There will be no participants listed at this time
  - You need to Add participant
- Use the search criteria to add a participant
- Click “Find Certified RI Teacher”
  - The most efficient way is using the applicant ID
- Choose the correct educator
- Check the box
- Click “Add Checked Teachers”
- Continue to search
- You will find the teachers you did not use remain on the search page. Simply ignore them. Only those that are checked off are added to your list
- If you can not find the person through a search and/or the person is not certified click “Add Non-RI-Certified Teacher”
- Complete the information
- Click Save and Add Another
- Click Return to Adding a Teacher upon completion
- Once you have completed adding teacher’s names, return to the Participant List
- The system defaults to the actual number of hours for each educator entered assuming that the participant participated fully in the offering
- If the educator did not participate fully and you need to modify the amount of hours he/she participated in, click on the person’s name from the Participant List
- Change the amount of hours manually

- Click Save

## **Duplicating an Offering**

- If you are going to offer the same PD experience at another location or date you can duplicate an offering
- Go to Maintain/Add PD Offering
- Search by approved offerings
- Click on the offering you want to duplicate
- Scroll down to the bottom of the screen
- Click "Duplicate the Offering"
- You will be given text explaining the review process for the offering